



AGENDA

AUDIT COMMITTEE OF THE BOARD OF TRUSTEES

**June 4, 2025
2:30 PM**

3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002

**NOTICE OF A MEETING OF THE
Audit Committee
OF THE BOARD OF TRUSTEES

HOUSTON COMMUNITY COLLEGE**

June 4, 2025

Notice is hereby given that a Meeting of the Audit Committee of the Board of Trustees of Houston Community College will be held on Wednesday, June 4, 2025 at 2:30 PM, or after, and from day to day as required, 3100 Main Street, 2nd Floor Auditorium, Houston, Texas 77002. The items listed in this Notice may be considered in any order at the discretion of the Committee Chair and items listed for closed session discussion may be discussed in open session and vice versa as permitted by law. Actions taken at this Meeting do not constitute final Board action and are only Committee recommendations to be considered by the Board at the next Regular Board meeting.

I. Call to Order

- A. Opportunity for Public Comments

II. Topics For Discussion and/or Action:

- A. Required Internal Auditor Communications Report

III. Adjournment to closed or executive session pursuant to Texas Government Code Sections 551.071; 551.072 and 551.074, the Open Meetings Act, for the following purposes:

A. Legal Matters

Consultation with legal counsel concerning pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

- 1. Website Initiative and Accessibility Update

B. Personnel Matters

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer, employee or board member to hear complaints or changes against an officer, employee or board member unless the officer, employee or board member who is the subject of the deliberation or hearing requests a public hearing.

- 1. Discuss Performance Evaluation and Compensation for Director of Internal Auditor

C. Real Estate Matters

Deliberate the purchase, exchange, lease, or value of real property for Agenda items if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

IV. Additional Closed or Executive Session Authority:

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning:

Section 551.071 - For the purpose of a private consultation with the Board's attorney about pending or contemplated litigation, a settlement offer, or matters on which the attorney's duty to the System under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the Texas Open Meetings Laws.

Section 551.072 - For the purpose of discussing the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Section 551.073 - For the purpose of considering a negotiated contract for a prospective gift or donation to the System if deliberation in an open meeting would have a detrimental effect on the position of the System in negotiations with a third person.

Section 551.074 - For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer, employee or board member to hear complaints or changes against an officer, employee or board member unless the officer, employee or board member who is the subject of the deliberation or hearing requests a public hearing.

Section 551.076 - To consider the deployment, or specific occasions for implementation of security personnel or devices, or a security audit.

Section 551.082 - For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing, unless an open hearing is requested in writing by a parent or guardian of the student or by the employee against whom the complaint is brought.

Section 551.084 - For the purpose of excluding a witness or witnesses in an investigation from a hearing during examination of another witness in the investigation. Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

A. The open meeting covered by this Notice upon the reconvening of the public meeting, or

B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

Baseline Audit Reporting: IT Systems Access, Cyber Security, and Data Recovery

V. Reconvene in Open Meeting

VI. Adjournment

CERTIFICATE OF POSTING OR GIVING NOTICE

On this **30th day of May 2025**, this Notice was posted at a place convenient to the public and readily accessible at all times to the general public at the following locations: (1) the HCC Administration Building of the Houston Community College, 3100 Main, First Floor, Houston, Texas 77002 and (2) the Houston Community College's website: www.hccs.edu.

Posted By:

Sharon R. Wright
Director, Board Services

REPORT ITEM

Meeting Date: June 4, 2025

Topics For Discussion and/or Action:

ITEM #	ITEM TITLE	PRESENTER
A.	Required Internal Auditor Communications Report	Dr. Margaret Ford Fisher Terry Corrigan

DISCUSSION

Review Chief Audit Executive (CAE) required communications with the board for the following:

- Global Internal Audit Standard 8.2 Resources
- Global Internal Audit Standard 7.2 Chief Audit Executive Qualifications

COMPELLING REASON AND BACKGROUND

Global Internal Audit Standards 8.2 Resources

- **Requirements** – The CAE must evaluate whether internal audit resources are sufficient to fulfill the internal audit mandate and achieve the internal audit plan.
- **Board Essential Conditions** – Discuss with the CAE, at least annually, the sufficiency, both in numbers and capabilities, of internal audit resources to fulfill the internal audit mandate and achieve the internal audit plan. Consider the impact of insufficient resources on the internal audit mandate and plan.
- **Examples of Evidence of Conformance** – Agendas, meeting minutes, and communications between the CAE and the board and/or senior management, documenting discussions of the sufficiency of internal audit resources.

Global Internal Audit Standards 7.2 Chief Audit Executive (CAE) Qualifications

- **Requirements** – The CAE must help the board understand the qualifications and competencies of a CAE that are necessary to manage the internal audit function. The CAE facilitates this understanding by providing information and examples of common and leading qualifications and competencies.
- **Board Essential Conditions** – Review the requirements necessary for the CAE to manage the internal audit function. Approve the CAE's roles and responsibilities and identify the necessary qualifications, experience, and competencies to carry out these roles and responsibilities.
- **Examples of Evidence of Conformance** – Documented approval by the board of the CAE's job description and/or appointment or other evidence that the board evaluated the qualifications and competencies required for the CAE's role.

FISCAL IMPACT

Department functions per approved operating budget.

STRATEGIC ALIGNMENT

1. Student Success, 5. College of Choice

ATTACHMENTS:

Description	Upload Date	Type
Required Internal Auditor Communications Report	5/27/2025	Presentation
Director Internal Auditing - Proposed Job Description	5/27/2025	Attachment
Director Internal Auditing - Job Description Updates Tracked	5/27/2025	Attachment
Director Internal Auditing - Current Job Description	5/27/2025	Attachment

This item is applicable to the following: District

Required Internal Auditor Communications Report



**Dr. Margaret Ford Fisher, Chancellor
Terry Corrigan, Director Internal Audit
June 4, 2025**

Required Internal Auditor Communications

Contents

Global Internal Audit Standards (GIAS) 8.2 Resources

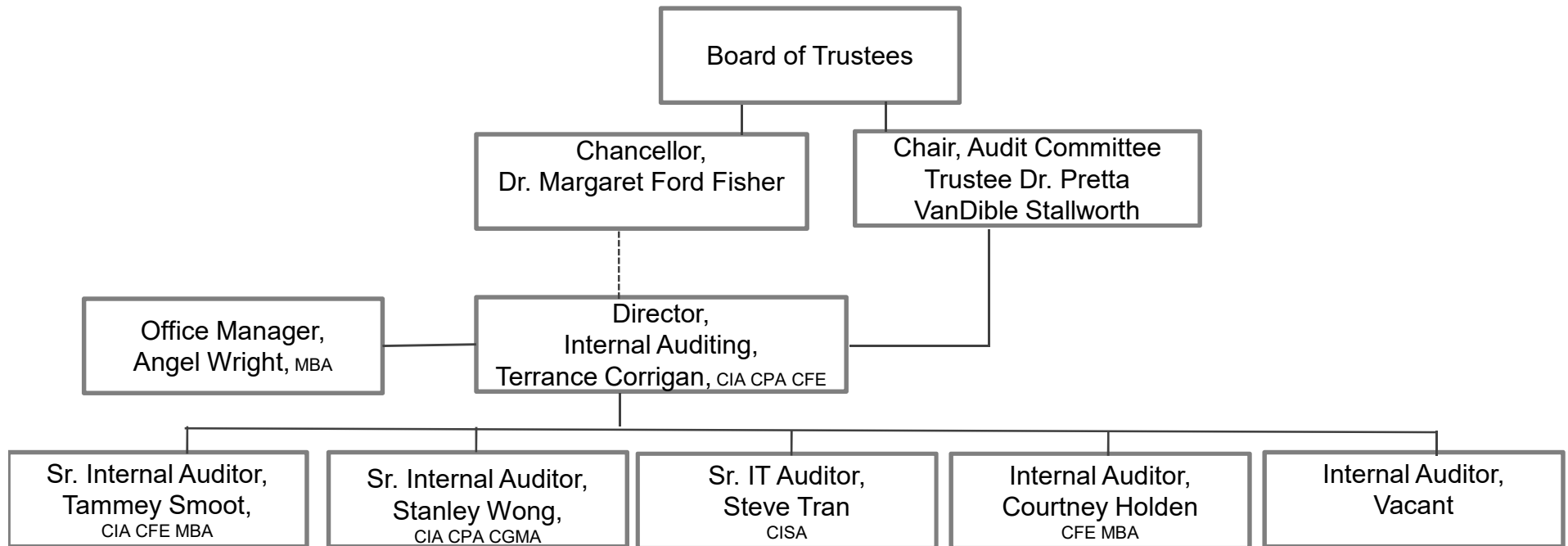
- Organization Chart
- Qualifications & Experience Summary
- FY 2026 Requested Budget Information

GIAS 7.2 Chief Audit Executive (CAE) Qualifications

- Consideration for Implementation
- Job Description Attachments

GIAS 8.2 Resources

Organization Chart



GIAS 8.2 Resources

Qualifications & Experience Summary

		Experience				Certifications					Edu
Name	Title	Yrs Int Audit	Yrs Ext Audit	Yrs Enviro/ Safety	Yrs w/ HCC	CIA	CISA	CFE	CPA	CGMA	MBA
Terry Corrigan	Director	30	0	16	8	√		√	√		
Steve Tran	IT Senior	14	0	2	5		√				
Tammey Smoot	Auditor	8	0	5	6	√		√			√
Stanley Wong	Senior	8	10	0	8	√			√	√	
Courtney Holden	Auditor	7	3	6	7			√			√
Vacant	Senior										
Angel Wright	Office Mgr	8	0	1	18						√
Totals		75	13	30	52	3	1	3	2	1	3

CIA - Certified Internal Auditor

CISA - Certified Information Systems Auditor

CFE - Certified Fraud Examiner

CPA - Certified Public Accountant

CGMA - Certified Global Management Accountant

GIAS 8.2 Resources

FY 2026 Requested Budget Information

Expense Type	Budget Amount	Expense Detail
Office Supplies & General	\$985	ink cartridges, paper, & other supplies
Travel	\$2,772	for professional development conferences
Memberships* & Professional Dev	\$8,738	professional assoc memberships & training
Information Technology Tools	\$11,466	Teammate+ audit mgt & TeamMate Analytics
Total Discretionary Budget	\$23,961	
Personnel	\$702,970	Director, Sr IT Auditor, 2 Sr Auditors, 2 Auditors, Office Mgr

*Memberships

Department Memberships

IIA - The Institute of Internal Auditors

ACUA - Association of College & University Auditors

ALGA - Association of Local Government Auditors

Individual Memberships

ISACA - Information Systems Audit and Control Association

ACFE - Association of Certified Fraud Examiners

AICPA - Association of International Certified Professional Accountants

GIAS 7.2 CAE Qualifications

Consideration for Implementation

Desired competencies and qualifications are typically documented in a job description and include:

- **A comprehensive understanding of the GIAS and leading internal auditing practices.**
- **Experience building and managing an effective internal auditing function by recruiting, hiring, and training internal auditors and helping them develop relevant competencies.**
- **Certified Internal Auditor designation or other relevant professional education certifications, and credentials.**
- **Leadership experience.**
- **Industry or sector experience.**

GIAS 7.2 CAE Qualifications

Job Description Attachments

- Director Internal Auditing - Proposed Job Description
- Director Internal Auditing - Job Description Updates Tracked (**green-adds/red-removed**)
- Director Internal Auditing - Current Job Description

Required Internal Auditor Communications Report

Thank You

Questions?

<u>JOB DESCRIPTION</u>			
<u>Department</u>	Office of the Chancellor	<u>Job Code</u>	M0849
<u>Division</u>	Office of the Chancellor	<u>Job Grade</u>	13
<u>Reports To</u>	Chancellor	<u>Date Approved</u>	2/2016
<u>FLSA Status</u>	Exempt	<u>Date Revised</u>	9/2024
Job Summary			
<p>The Director, Internal Auditing (Director) is the senior-most internal audit professional at Houston Community College (HCC). The Director reports functionally to the Audit Committee of the board and administratively (day-to-day operations) to the Chancellor. The Director is responsible for establishing and managing the internal audit function in conformance with The Institute of Internal Auditors (IIA) International Professional Practices Framework (IPPF) comprised of Global Internal Audit Standards (Standards), Topical Requirements, and Global Guidance. The Director leads the internal audit function in strengthening HCC's ability to create, protect, and sustain value by providing the board and management with independent, risk-based, and objective assurance, advice, insight, and foresight. The Director provides strategic assurance to senior management and the board, offering insights into governance, risk management, and internal controls. By developing a responsive and effective internal audit process, the Director supports decision-making, promotes continuous improvement, and helps safeguard HCC's operations and long-term success.</p>			

ESSENTIAL FUNCTIONS
<p>Developing a flexible risk based annual internal audit plan with input from senior management and the board. Reviewing and adjusting the plan as necessary in response to changes in the organization's business, risks, operations, programs, systems, and controls with Audit Committee review and board approval.</p> <p>Perform all duties in accordance with the Institute of Internal Auditors (IIA) International Professional Practices Framework (IPPF) comprised of Global Internal Audit Standards (Standards), Topical Requirements, and Global Guidance as promulgated by the IIA.</p> <p>Meet regularly with the Board and the Audit Committee to provide updates by reviewing audits performed, audits in progress, future audits, and sufficiency of the department resources.</p> <p>Conduct independent, protective and constructive audits to review effectiveness of controls, financial records, and operations, or to review department records, the proper recording of transactions, and compliance with rules, regulations, policies, and procedures, including evaluation for potential fraud and effectiveness of fraud controls.</p> <p>Analyze data obtained for evidence of deficiencies in controls, integrity, duplication of effort, or lack of compliance with College policies and procedures.</p> <p>Conducting audits that examine the effectiveness of the governance, risk management, and internal control processes in promoting the achievement of strategic objectives concerning all reporting, operations, safeguarding of assets, and compliance.</p> <p>Prepare reports and makes recommendations on findings to the Chancellor and the Board.</p> <p>Follow up on engagement findings and confirm the implementation of recommendations or action plans and communicate the results of internal audit services to the board and senior management quarterly and for each engagement as appropriate.</p> <p>Investigate allegations of fraud, waste, abuse, and wrongdoing as appropriate and in accordance with Board Policy, and coordinate such investigations as needed with Legal Counsel or HCC Police.</p> <p>Evaluating the design, implementation, and effectiveness of HCCS ethics-related objectives, programs, and activities.</p> <p>Assessing whether information technology governance effectively supports HCCS strategies and objectives.</p> <p>Offer Advisory services; Internal Control or Fraud training; Control Self-Assessment (CSA) services, and other audit technique workshops as warranted.</p> <p>Coordinating audit efforts with those of external financial auditors and acting as a liaison for other external auditors.</p> <p>Coordinating efforts with other control monitoring functions within HCCS (risk management, compliance, security, legal, ethics, safety and environment, police, human resources, and information technology).</p> <p>Identify and consider trends and emerging issues that could impact HCC and communicate to the board and senior management.</p> <p>Supervise, hire, evaluate, and monitor performance of audit staff; ensure staff compliance with auditing standards and laws, as well as College policies.</p> <p>Maintaining a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of the Internal</p>

Audit Department Charter and ensure that personnel in the Department have appropriate continuing education to foster advancement of technical knowledge and skills.

Perform other duties, tasks and assignments as required.

QUALIFICATIONS

Education & Experience	Licensing & Certification
<ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance, Business Administration or related degree is required • 10 years progressive auditing experience, including 5 years internal audit management-level experience is required • Experience with Enterprise Risk Management Assessment (ERM) required • Experience managing an internal audit quality assurance and improvement program (QAIP) required • Experience using data analysis tools required • Experience with public auditing preferred • Experience with IT Texas Administrative Code (TAC) 202 compliance preferred • Experience using TeamMate+ internal audit management software preferred • Experience managing an Internal Audit Department Strategic Plan preferred • Experience with safety and environmental audit preferred 	<ul style="list-style-type: none"> • Valid Texas Driver License • Certified Internal Auditor (CIA) is required • Certified Public Accountant (CPA) is required • Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA), Certification in Risk Management Assurance (CRMA), Certified Government Audit Professional (CGAP) is preferred • Experience with internal auditing in a higher education environment is preferred
Special Skills	Competencies
<ul style="list-style-type: none"> • MS Office Programs • Information Management Systems • Budget Management • Sarbanes-Oxley Act • COSO Internal Control Framework • Laws, Regulations, and Standards Knowledge • Agile Auditing Practices Knowledge 	<ul style="list-style-type: none"> • Delivering High Quality Work • Accepting Responsibility • Serving Customers • Supporting Organizational Goals • Driving Continuous Improvement • Acting with Integrity • Thinking Critically • Managing Change • Communicating Effectively

Working Conditions

General Office. Must be able to perform all job requirements with or without reasonable accommodations; remain in a stationary position during shift; move items weighing up to 25 pounds; position self to operate job equipment; apply established protocols in a timely manner. Must access, input and retrieve information from technology devices; communicate with others to accomplish job requirements. May be required to work after hours to include weekends and holidays.



DIRECTOR, INTERNAL AUDITING

SECURITY SENSITIVE: This job class may contain positions that are security sensitive and thereby subject to the provisions of Texas Education Code § 51.215

JOB DESCRIPTION			
Department	Office of the Chancellor	Job Code	M0849
Division	Office of the Chancellor	Job Grade	13
Reports To	Chancellor	Date Approved	2/2016
FLSA Status	Exempt	Date Revised	9/2024
Job Summary			
<p>The Director, Internal Auditing (Director) is the senior-most internal audit professional at Houston Community College (HCC). The Director reports functionally to the Audit Committee of the board and administratively (day-to-day operations) to the Chancellor. The Director is responsible for establishing and managing the internal audit function in conformance with The Institute of Internal Auditors (IIA) International Professional Practices Framework (IPPF) comprised of Global Internal Audit Standards (Standards), Topical Requirements, and Global Guidance. The Director leads the internal audit function in strengthening HCC's ability to create, protect, and sustain value by providing the board and management with independent, risk-based, and objective assurance, advice, insight, and foresight. The Director provides strategic assurance to senior management and the board, offering insights into governance, risk management, and internal controls. By developing a responsive and effective internal audit process, the Director supports decision-making, promotes continuous improvement, and helps safeguard HCC's operations and long-term success. The Internal Auditing Director is responsible for directing and managing the audit function plan and conducting financial and operational audits for the College. Monitors the internal accounting process to assure the efficient and effective operation of internal controls. Provides recommendations to the Board of Trustees and the Chancellor on core auditing functions based on the requirement set forth by the Board of Trustees and Coordinating Board.</p>			

ESSENTIAL FUNCTIONS
<p>Developing a flexible risk based annual internal audit plan with input from senior management and the board. Reviewing and adjusting the plan as necessary in response to changes in the organization's business, risks, operations, programs, systems, and controls with Audit Committee review and board approval. Develop an audit plan and provides prioritization of the critical burnable operations functions within the Institution.</p> <p>Perform all duties in accordance with the Institute of Internal Auditors (IIA) International Professional Practices Framework (IPPF) comprised of Global Internal Audit Standards (Standards), Topical Requirements, and Global Guidance Standards for the Professional Practice of Internal Auditing, the Code of Ethics, the Statements on Internal Auditing Standards, and the Statement of Responsibilities of Internal Auditing, each as promulgated established by the IIA. Institute of Internal Auditors.</p> <p>Meet regularly with the Board and the Audit Committee to provide updates by reviewing audits performed, audits in progress and future audits, and sufficiency of the department resources.</p> <p>Conduct independent, protective and constructive audits to review effectiveness of controls, financial records, and operations, or to review department records, the proper recording of transactions, and compliance with rules, regulations, policies, and procedures, including evaluation for potential fraud and effectiveness of fraud controls.</p> <p>Analyze data obtained for evidence of deficiencies in controls, integrity, duplication of effort, or lack of compliance with College policies and procedures.</p> <p>Prepare reports and makes recommendations on findings to the Chancellor and the Board.</p> <p>Follow up on engagement findings and confirm the implementation of recommendations or action plans and communicate the results of internal audit services to the board and senior management quarterly and for each engagement as appropriate.</p> <p>Investigate allegations of fraud, waste, abuse, and wrongdoing as appropriate and in accordance with Board Policy, and coordinate such investigations as needed with Legal Counsel or HVV Police.</p> <p>Evaluating the design, implementation, and effectiveness of HCCS ethics-related objectives, programs, and activities.</p> <p>Assessing whether information technology governance effectively supports HCCS strategies and objectives.</p> <p>Offer Advisory services; Internal Control or Fraud training; Control Self-Assessment (CSA) services, and other audit technique workshops as warranted.</p> <p>Coordinating audit efforts with those of external financial auditors and acting as a liaison for other external auditors.</p> <p>Coordinating efforts with other control monitoring functions within HCCS (risk management, compliance, security, legal, ethics, safety and environment, police, human resources, and information technology).</p> <p>Identify and consider trends and emerging issues that could impact HCC and communicate to the board and senior management.</p> <p>Provide Audit education and Internal Control training.</p>

~~Offer advisory services, Control Self-Assessment (CSA) services, and workshops.~~

~~Facilitate and coordinate work with the College's external auditors, state and federal agencies, and external consultants.~~

Supervise, hire, evaluate, and monitor performance of audit staff; ensure staff compliance with auditing standards and laws, as well as College policies.

Maintaining a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of the Internal Audit Department Charter and ensure that personnel in the Department have appropriate continuing education to foster advancement of technical knowledge and skills.

Perform other duties, tasks and assignments as required.

QUALIFICATIONS

Education & Experience	Licensing & Certification
<ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance, Business Administration or related degree is required • 10 years progressive auditing experience, including 5 years internal audit management-level supervisory experience is required • Experience with Enterprise Risk Management Assessment (ERM) required • Experience managing an internal audit quality assurance and improvement program (QAIP) required • Experience using data analysis tools required • Experience with public auditing preferred • Experience with IT Texas Administrative Code (TAC) 202 compliance preferred • Experience using TeamMate+ internal audit management software preferred • Experience managing an Internal Audit Department Strategic Plan preferred • Experience with safety and environmental audit preferred 	<ul style="list-style-type: none"> • Valid Texas Driver License • Certified Internal Auditor (CIA) is required • Certified Public Accountant (CPA) is required • Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA), Certification in Risk Management Assurance (CRMA), Certified Government Audit Professional (CGAP) is preferred • Experience with internal auditing in a higher education environment is preferred
Special Skills	Competencies
<ul style="list-style-type: none"> • MS Office Programs • Information Management Systems • Budget Management • Sarbanes-Oxley Act • COSO Internal Control Framework • Laws, Regulations, and Standards Knowledge • Agile Auditing Practices Knowledge 	<ul style="list-style-type: none"> • Delivering High Quality Work • Accepting Responsibility • Serving Customers • Supporting Organizational Goals • Driving Continuous Improvement • Acting with Integrity • Thinking Critically • Managing Change • Communicating Effectively
Working Conditions	
<p>General Office. Must be able to perform all job requirements with or without reasonable accommodations; remain in a stationary position during shift; move items weighing up to 25 pounds; position self to operate job equipment; apply established protocols in a timely manner. Must access, input and retrieve information from technology devices; communicate with others to accomplish job requirements. May be required to work after hours to include weekends and holidays.</p>	

SECURITY SENSITIVE: This job class may contain positions that are security sensitive and thereby subject to the provisions of Texas Education Code



§ 51.215

DIRECTOR, INTERNAL AUDITING

<u>JOB DESCRIPTION</u>			
<u>Department</u>	Office of the Chancellor	<u>Job Code</u>	M0849
<u>Division</u>	Office of the Chancellor	<u>Job Grade</u>	13
<u>Reports To</u>	Chancellor	<u>Date Approved</u>	2/2016
<u>FLSA Status</u>	Exempt	<u>Date Revised</u>	9/2024
Job Summary			
<p>The Internal Auditing Director is responsible for directing and managing the audit function plan and conducting financial and operational audits for the College. Monitors the internal accounting process to assure the efficient and effective operation of internal controls. Provides recommendations to the Board of Trustees and the Chancellor on core auditing functions based on the requirement set forth by the Board of Trustees and Coordinating Board.</p>			

ESSENTIAL FUNCTIONS
<p>Develop an audit plan and provides prioritization of the critical burnable operations functions within the Institution.</p> <p>Perform all duties in accordance with Standards for the Professional Practice of Internal Auditing, the Code of Ethics, the Statements on Internal Auditing Standards, and the Statement of Responsibilities of Internal Auditing, each as established by the Institute of Internal Auditors.</p> <p>Meet regularly with the Board and the Audit Committee to review audits performed, audits in progress, and future audits.</p> <p>Conduct independent, protective and constructive audits to review effectiveness of controls, financial records, and operations.</p> <p>Analyze data obtained for evidence of deficiencies in controls, duplication of effort, or lack of compliance with College policies and procedures.</p> <p>Prepare reports and makes recommendations on findings to the Chancellor and the Board.</p> <p>Provide Audit education and Internal Control training.</p> <p>Offer advisory services, Control Self-Assessment (CSA) services, and workshops.</p> <p>Facilitate and coordinate work with the College's external auditors, state and federal agencies, and external consultants.</p> <p>Supervise, hire, evaluate, and monitor performance of audit staff; ensure staff compliance with auditing standards and laws, as well as College policies.</p> <p>Perform other duties, tasks and assignments as required.</p>

QUALIFICATIONS	
Education & Experience	Licensing & Certification
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DIRECTOR, INTERNAL AUDITING

Working Conditions

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